

City of Chattanooga, TN
Personnel Class Specification

CLASS CODE 1710

FLSA: Non-Exempt

CLASSIFICATION TITLE: PLANNER, SENIOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to provide technical assistance to officials in the formulation of policy, planning, and development of neighborhood planning, land use and redevelopment. Assists in the development of long-range plans to comply with federal guidelines; administers local zoning; performs long-range projects related to neighborhood planning, land use and redevelopment.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Works effectively with neighborhoods, utility districts, and others in developing plans; reviews site plans for new development programs; implements strategies; develops and designs approaches for solving planning issues; provides information; prepares reports and presentations as required.

Provides technical assistance to officials in the formulation of policies, planning, and development of neighborhood planning, land use and redevelopment; prepares neighborhood, landscape and streetscape designs and plans; conducts neighborhood meetings; researches and collects data for plans; analyzes data; prepares data in visual format; works effectively with neighborhood associations to resolve issues and concerns; answers questions and provides information as required.

Conducts or assists with public hearings; prepares and makes oral presentations to interest groups, agencies, and civic groups; works effectively with citizens' groups; answers questions and provides information; assists in advising officials regarding planning and zoning.

Reviews various site plans and cases for planning district; monitors changes in planning district; performs field checks on planning and zoning cases; monitors progress of projects; reports any violations to building inspectors; maintains and reviews corresponding data; makes recommendations for cases; prepares case presentations; prepares various comprehensive neighborhood plans.

Researches and maintains demographic information and other planning data; coordinates with Census Bureau and other informational agencies to provide and

receive data used in planning systems; utilizes information gained in programs and planning issues; prepares reports based on information obtained.

Takes photographs of study areas for neighborhood and transportation planning; prepares maps and diagrams to describe and analyze planning areas.

Attends staff reviews, meetings, seminars, workshops and training classes to stay apprised of changes in legislation and current trends within the industry; applies current information to daily work routine; provides feedback to staff regarding new information and training sessions; ensures compliance by other City staff; represents the planning agency at board meetings.

Develops resolutions, guidelines, procedures, RFPs and other planning and zoning documents; ensures agency compliance with federal, state and local legislation.

Prepares and/or composes applications, maps, report covers, monthly time records, correspondence, letters, memoranda, reports and other documents as required; reviews for accuracy and completeness; maintains departmental files for future reference.

Communicates effectively with housing agencies and divisions, other City departments, City officials, outside agencies, consultants, and the general public; answers questions and provides information; coordinates information and activities; resolves problems and mediates disputes which arise; functions as staff specialist for various facilities and municipalities..

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in planning or urban development, or closely related field; with Master's level course work in the field; Master's degree strongly preferred; supplemented by one (1) to two (2) years previous experience and/or training involving progressively responsible experience in urban development, planning, or related area required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess a valid State of Tennessee driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.